



ATHLETICS & ACTIVITIES EVENTS COORDINATOR

Classification: Professional-Technical Level 1

Location: District Office

Reports to: District Athletic Director

FLSA Status: Non-Exempt

Employee Group: Professional-Technical

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

Part I: Position Summary

Assists the Director of Athletics & Activities in the implementation of a comprehensive interscholastic athletics program and school and district special events. Administers planning, scheduling, and use of the District's main sports venues and providing overall event management and coordination.

Part II: Supervision and Controls over the Work

Works under the guidance and direction of the District Director of Athletics & Activities. Work is controlled and/or guided by school and district policies, procedures, timelines, priorities, and performance expectations as established by the Director and by WIAA standards.

Part III: Major Duties and Responsibilities (depending on specific assignment)

1. Assists with the development and maintenance of schedules for middle and high school sports teams and extracurricular activities events management. Coordinates athletic and activities events and contests held at District main venues. Monitors and/or leads events staff by maintaining active, visible involvement at events and ensuring adherence to established procedures.
2. Coordinates and schedules use of the District Stadium and Lincoln Field by school and community users. Maintains calendar of events and venue availability. Manages use requests from District and community users. Determines appropriateness of use and adequacy of timing for preparation and maintenance of facilities between events. Interacts with school administrators, coaches, and community users to resolve scheduling/requests conflicts; engaging the assistance of the Director of Athletics & Activities when needed. Coordinates with administrative staff on preparation of community use contracts and resolution of problems or issues resulting from community use.
3. Assures readiness of the venue for scheduled athletic events. Coordinates schedule and events with District maintenance staff to assure preparation and readiness of the venue and to accommodate any special requests needs. Initiates work orders or, when time critical,



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verbal maintenance request to correct any deficiencies or preparation requirements. Assures events technology is operational and reliable (e.g., timing and video equipment, score boards, etc.). Determines equipment needs and monitors safety and security of stadium facility. Provides assistance to events staff and users in the proper use and operation of technology.

4. Recruits volunteer and paid casual labor, and coordinates appropriate district staff, to support specific events to include gate attendants, cashiers, security, and general labor/support. Interviews volunteers and casual labor candidates, conducts appropriate/required background inquiries, and recommends hires to the Director of Athletics & Activities. Prepares and communicates staff work schedules to support events assuring that appropriate staff is on duty as necessary. Provides direction and guidance to the events staff on responsibilities, policies and procedures, behaviors, and performance expectations. Monitors events staff by maintaining active, visible involvement at events and ensuring adherence to established procedures. Takes action to address any performance or behavior issues.
5. Establishes procedures for gate and cash management during events, oversees gate receipts and deposits. Identifies, resolves, and reports any receipt deficiencies.
6. Exercises knowledge of Washington Interscholastic Activities Association (WIAA) policies, procedures, and rules to assure compliance of all event preparations and operations. Prepares and maintains a variety of documentation, data, and reports as required by District, State, League, and WIAA. Participates in meetings with District, State, League and WIAA to stay abreast of requirements and to advocate the Athletic Director and District's position.
7. Coordinates with administrative staff in preparation and dissemination/posting of events and any special requirements relative to the event.
8. Responds to inquiries, complaints, and recommendations, from staff and/or the general public regarding events-related concerns. Takes action to address or resolve the inquiry. When necessary, collects the necessary information to brief the Athletic Director.
9. Oversees and/or develops and maintains electronic records, reports, and preparation of information and materials for presentations, briefings, and communications internally and externally.

Perform other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting effectively with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.



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2. Bachelor's degree in Business, Recreation, Sports Management, Physical Education or related field that provided knowledge, skills and ability to organize, coordinate, and manage large scale sporting events.
3. Planning and organization skills to coordinate multiple activities and providers.
4. Ability to communicate effectively while interacting with students, parents, school and district staff, and community, education, and business members, personally, in writing, and through electronic communications in a welcoming and effective manner. Skill in conflict resolution.
5. Initiative and ability to work with minimal direction; sound judgment and decision-making capabilities are essential.
6. Ability to effectively manage and supervise a staff of intermittent workers and volunteers.
7. Knowledge of office technology and ability to learn and apply job specific technology.
8. Ability to work irregular hours to support and/or supervise evening, weekend or holiday events.

Part V: Desired Qualifications

1. Experience working with middle and high school athletics.
2. Knowledge of WIAA rules, policies and procedures as it relates to sporting events.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to work at computer monitors for extended periods. Exposure to outdoor weather of varying mild to more inclement conditions while overseeing event preparation and activities.